# UMIF User Regulation

## General access rules:

The UKE Microscopy Imaging Facility (umif) is open to all the UKE staff. All the users have, if not stated differently, the same to access and use UMIF equipment.

To be registered as a user, everybody has to agree to the UMIF user regulation statement available online.

Before using any of the UMIF machines the users have to be successfully trained by UMIF personnel.

The registration, mandatory for using microscopes, is possible via an intranet booking system (PPMS). Each user will have his/her personal account. User accounts will be sorted by working groups and institutes within UKE.

Eventual limitations of the user access to any microscope, due to optimization of booking schedule, are decided by UMIF in agreement with the entitled institute group leaders.

## Booking the microscopes.

The user can book the microscopes and workstations by login into UMIF online booking system (PPMS). The account data will be equal to the one of the UKE Focus Email-account.

The users are allowed to book UMIF machines only respecting the UMIF booking rules that can be found online.

Booking priority is in general regulated by the historical (time) sequence of the booking (First-Come, First-Served policy).

Due to special reason e.g. microscope service etc. etc. UMIF has the right, after informing the users, to cancel or postpone booked sections.

The user should be aware that any microscope has specific booking rules. Thus users should read and know the booking rules of the microscopes that they want to book.

## Working at the microscope

The users should operate the UMIF machines in the way have been trained to. If the user is not sure about what to do, he/she shall contact UMIF personnel.

All system-specific functions may only be taught by UMIF personnel and not by other users.

The users should leave the workplace in good and clean order.

The users should leave laser or fluorescence lamps switched on or off in agreement with what was trained by UMIF personnel.

Overnight stabilization of the incubations chambers is allowed only for users that plan a live-cell section for the following morning.

Only samples up to security level 2 can be imaged by UMIF microscopes. S2 projects need to registered previously.

The user has to claim any sample that match security level 1 or 2 and sign in any details requested on the log in book that can be found in any UMIF room.

The user should be instructed about the sample security levels by the group leader and or UMIF facility manager.

Every user has to sign a short information sheet provided by UMIF personnel.

The group leaders (PI) are responsible for the behavior of their group members while they use UMIF machines.

**Fees**

A charge scheme is applied. Please look on our webpage umif.de in the 'documents and links' section.

**Saving the data**

Acquired image data cannot keep more than 1 month on the acquisition machines.

In the absence of a centralized data server the imaging data can be remove from the machine by burning CD/DVD or using mobile data storage drives rigorously checked against viruses.

In case a system is infected by a virus UMIF has the right to perform all the possible special actions for contrasting the infection.

UMIF is not responsible for any data lost at the microscope at any time point. Umif hardisks are not made for storage the data, and all the users should be able to plan their working sections including time for back their data.

**Publication policy**

In case data acquired in the facility is published UMIF should be mentioned:

1) Acknowledgment, if UMIF staff provides only technical support. The acknowledgment can be written entitled only to UMIF if all the staff has provided the help or to a specific UMIF person of UMIF if the help come by only a UMIF personell
2) Co-authorship, if UMIF people have contributed in the design and in the original output of the experiments.
3) Umif should be informed if mentioned in any publication i.e. using the reporting publication feature of the UMIF booking system.

In case data acquired in the facility is presented within UKE via powerpoint presentation or poster please you have to acknowledge or mention UMIF.